

Dr. James Gray
Superintendent



Sarah Caruso
Chief Finance Officer

Jefferson Parish Public School System

As per board policy, "For all weather related events, all teachers (employees) and students that live in a school closure zone but work or attend school outside of the school closure zone be excused from school those days with no loss of the employee's leave time."

(November 14, 2017)

Employee Name _____ Employee Number _____

Employee's Homebased School _____

Employee's Address _____

(Must be a physical address- P.O.Box not permissible)

City _____ Zip Code _____

(Must match address on file in the Human Resources Department or verification will be requested)

Impacted Days _____

Employee's Signature _____

Principal/Supervisor's Signature _____

*Timekeeper should provide employee with a copy of the completed form and submit the completed form with timekeeping records.